January 19, 1920.

Mrs. Edward F. Evemeyer,
29 No. 3rd Street,
Easton, Penna.

Dear Mrs. Evemeyer:-

We have noted that in several of the monthly issues of your magazine The Outlook of Missions you have used our title "Tools in Type" for your Literature Department.

This caption, which originated in our office, has been utilized for several years to designate the page on which our literature is advertised in The Home Mission Monthly published by our Woman's Board of Home Missions. You doubtless know that each issue of The Home Mission Monthly is copyrighted and while we realize that you have not copied our design you have used our title. At the last meeting of our Literature and Publication Committee action was taken to call your attention to this matter and to request that if you desire to use "Tools in Type" for your title in future issues that you kindly place the following imprint where it shall be readily seen by those turning to this page:

> "Used by permission of the Literature and
> Publication Committee of the Woman's Board
> of Home Missions of the Presbyterian Church
> in the U.S.A."

Of course we realize that it is to the advantage of our work to have ideas used as generally as possible. At the same time we shall be grateful if you will kindly give our office the credit for the origin of this title.

Trusting to hear from you about the matter at an early date,

Sincerely yours,

SCH/LM

January 19, 1920.

Miss Gabrielle Elliott,
144 - E. 22nd Street,
New York, N.Y.

Dear Miss Elliott:-

Our Literature Department is in special need of plays or pageants that shall demonstrate to the women of our churches practical methods of Americanizing the immigrant.

It has been suggested that you might be willing to use your talent to prepare a play on this topic and to submit it to our Literature and Publication Committee. Of course we would expect to remunerate you for the service.

I hardly need to explain to one so familiar with the work of our organization as you are that in order to secure greatest success for a missionary play it should have an unpretentious setting, few leading characters, and should require not more than thirty minutes for development. We realize, as you will doubtless if you can give favorable consideration to the matter, that there are many phases of this topic to be considered, but we give you the liberty of choosing that which seems most attractive to you and we shall be very pleased if you can give us what we desire.

Thanking you in anticipation of an early reply,

Sincerely yours,

SGR/LJ

January 19, 1920.

Miss Mary Ray,
1234 Robert Street,
Elizabeth, N.J.

Dear Miss Ray:-

Our Literature Department is in special need of plays or pageants that shall demonstrate to the women of our churches practical methods of Americanizing the immigrant.

It has been suggested that you might be willing to use your talent to prepare a play on this topic and to submit it to our Literature and Publication Committee. Of course we would expect to remunerate you for the service.

I hardly need to explain to one so familiar with the work of our organization as you are that in order to secure greatest success for a missionary play it should have an unpretentious setting, few leading characters, and should require not more than thirty minutes for development. We realize, as you will doubtless if you can give favorable consideration to the matter, that there are many phases of this topic to be considered, but we give you the liberty of choosing that which seems most attractive to you and we shall be very pleased if you can give us what we desire.

Thanking you in anticipation of an early reply,

Sincerely yours,

SGR/LJ

MINUTES OF THE MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

JANUARY 20, 1920

Present: Mrs. McMillan, Mrs. Holt, Miss Sheibley, Miss Torrence, Mrs. Douglass, Miss Rue; also Mrs. Thompson, Mrs. Bancker, Mrs. Gildersleeve, Miss Petrie for a portion of the time.

Excused: Mrs. Hovey

The meeting was opened with prayer by Mrs. Holt.

Mrs. Bancker was appointed to advertise literature at the February Third Tuesday Meeting. Mrs. Douglass suggested in this connection that when literature is advertised at the Third Tuesday Meeting mention be made of the fact that the topic of the month will also be treated in The Home Mission Monthly and that the table of contents of the magazine be given. This was considered a very good idea.

Items needing consideration included in minutes of meeting of December 16, 1919 were discussed and the following reports and recommendations made regarding the same.

Plays on Americanization - Miss Rue reported that she had written Miss Elliott and Miss Hay asking whether they would be willing to write plays on the subject of Americanization. There had been no time to receive replies.

Sequel to Our Service Flag - Mrs. Douglass has prepared letter to send to heads of stations inquiring the whereabouts of those who have returned from the war.

Tools in Type - Miss Rue reported that she had written to The Outlook of Missions as suggested by committee. There had not been time to receive a reply.

Budget of Literature Department 1920-21 - At the request of the committee Miss Torrence prepared a statement showing approximately the amount required for the Literature Department Budget for 1920-21 as follows:

Salaries	$ 8500.00
Extra	50.00
Office Expenses and Equipment	300.00
Postage	2000.00
Stationery	300.00
Printing	6000.00
Express Charges	450.00
Rent	1250.00
	$18850.00

Literature for Presbyterial Meetings - The question as to whether or not literature should be sent presbyterial meetings unsolicited was again considered and after discussion it was recommended that Miss Rue learn from the different Woman's Foreign Boards their poldcy in this matter. It was stated that almost always at presbyterial meetings there was much more Foreign literature than Home on display, in fact in some cases no Home Mission literature at all.

Text Book Supplement - The Soul of America - Reported on the press.

Leaflet - "Quiz on Our Schools in Cuba" - This leaflet, which had been read and favorably received by members of the committee, was handed to Miss Sheibley for the consideration of office conference. If it should be decided there to be helpful for our constituency it was recommended that a reprint be ordered for distribution through our Literature Department.

Exhibit for Annual Meeting - After again discussing the advisability of having at the annual meeting an exhibition and sale of handiwork from the schools it was recommended that Miss Rue proceed with collecting such handiwork and use her own discretion as to prices that shall be charged for articles that shall be received from the field. She felt that if she might do this such an exhibit would not draw upon our treasury.

The following items that appeared on the annual statement of the needs of the Literature Department needed consideration and were given attention at this time.

Business Side of School Work - Mss. in course of preparation.

Promotion of Literature - Miss Rue prepared a letter to be sent presbyterial presidents asking them to help solve the difficulty of having literature reach the local organizations. She reported that she had submitted this to Miss Sheibley for approval.

Prospectus of our Work to be prepared by Miss Torrence - According to the committee's action (See Minutes Nov. 18, 1919) MissTorrence reported that she had consulted with data from the School Department about this leaflet. She stated that Mr. Allaben liked her idea of having such a leaflet immensely but seemed to think it should be in more elaborate form than she expected to have it. The committee considered the advisability of having something more elaborate than was at first anticipated, but concluded that Miss Torrence should prepare this leaflet according to her own plan.

Duties of Secretaries for Literature - Miss Rue reported that she had not yet prepared this manuscript.

Narratives - Miss Rue reported that the Interchurch World Movement does not publish narratives, and she suggested in connection with the possibility of procuring narrative leaflets that Mrs. Waid be asked to prepare for publication the story of the girl who in a restaurant overheard the conversation which lead her to take up fellowship work. After discussion the following action was taken:
Motion - That Mrs. Waid be asked to write the story in such a way as to show what the Board is doing to prepare girls to take up work with foreign speaking peoples.
Carried.

Plays to be prepared by Young People - It was reported that our Student Department has prepared a letter soliciting plays to send to colleges but it was considered unwise to forward it during the holiday season. It will therefore be sent as soon as college examinations are concluded.

Summer Offering Leaflet 1920 - It was reported that Mrs. Dickens-Lewis had prepared a manuscript for the Summer Offering leaflet in response to Miss Sheibley's request, but that it was not at all suitable for use, being in the form of a program. Miss Sheibley returned it to her stating that she had perhaps not made herself quite clear as to the kind of a leaflet needed and asked that she write something similar to the summer offering leaflets of past years.

Leaflets on Monthly Topics - Mrs. Louderbough, Miss Hallock, Mrs. Fred Jones, and Miss Ogg, all members of the Woman's Board, were suggested as possible authors for new literature, and it was considered advisable to keep these persons in mind to write on some of the subjects mentioned under "Monthly Topics" in the annual statement of needs.

The question of the order in which manuscripts should be read was brought up for discussion, and it was recommended that when a manuscript is received Miss Rue read it first, then consult regarding it with the administrative officer whose work it would seem to relate to, and if after this it is considered worthy for publication it shall be passed to this committee for its opinion, and if accepted it shall then be handed to Miss Sheibley for editing and publishing.

Miss Petrie reported that she had ready for the press "Here and There". Mrs. McMillan asked that she might see the same before it be sent to the printer.

Miss Petrie reported further that she was waiting for definite information concerning Little Light Bearers Certificates and other joint Home and Foreign publications, the publishing of which is in the hands of the committee of General Council.

It was suggested that it might be well to publish plays that little children nine and ten years of age might develop, and it was recommended that as Miss Petrie goes from place to place she have in mind possible authors for such plays and report the same to this committee.

Mrs. Douglass reported that the price of paper had again increased and that Mr. McMillen, cashier, had told her recently that the magazine was exhausting its reserve fund, which, however, had come up remarkably during the past few weeks because so many subscriptions have been received. She reported this financial condition that the matter might be in the minds of the committee who should know that unless the price of the magazine be increased it will be necessary to draw upon the Board to pay for the printing of the same. The question as to whether the combining of the December and January issues was much of a saving of expense was discussed, and Mrs. Douglass reported that only about $150 was saved but that in her mind the answering of the many complaints received cost as much as this.

Mrs. Gildersleeve asked permission to proceed with publishing an advertising leaflet regarding new text books as soon as she shall have received definite information regarding the same.

Meeting adjourned .

Stenographically reported -

Approved by -

January 30, 1920.

Mrs. A.C. McMillan,
207 Warburton Avenue,
Yonkers, N.Y.

Dear Mrs. McMillan:-

We are sending herewith a copy of the minutes of our Literature and Publication Committee after having written to the various persons who have been asked to contribute to our work.

I am beginning to feel anxious about leaflets on the topics for 1920-21. Our subscription lists now number about fifteen or seventeen hundred and we have sent most of our old leaflets to these people. To some of them we have forwarded the same old leaflets twice and three times. We promise five cents worth of leaflets on the topics to some of these subscribers, all new issues as they come from the press to others. If we do not issue new leaflets on the topics soon we shall be obliged to change our subscription plans. This would be difficult because our workers desire helps on the monthly topics and it would seem right for us to be prepared to furnish them? I see no way but to consign one or two topics to each member of the committee and ask her to be responsible for one or two leaflets on each topic whether she writes them herself or procures the service of some one else to do so. I think we cannot allow this part of our work to go by default. I fear it will if we do not push the matter. Thank you for any consideration you may give it.

Sincerely yours,

SGR/LJ

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

FEBRUARY 17, 1920

Present: Mrs. McMillan, Mrs. Thompson, Mrs. Bancker, Mrs. Kraeger, Miss Rue; also Mrs. Gildersleeve, Miss Petrie and Mrs. Douglass for a portion of the time.

Excused: Mrs. Holt

Meeting was opened with prayer by Mrs. McMillan.

Motion - That hereafter Miss Rue advertise literature at Third Tuesday Meetings. Carried.

It was suggested in connection with advertising literature at the Third Tuesday Meetings that the literature be set up as attractively as possible in the meeting room.

The following items of unfinished business included in minutes of January 20, 1920 were then discussed.

Plays on Americanization - Miss Rue reported that no replies had been received from Miss Elliot and Miss Hay.

Sequel to Service Flag - Miss Rue reported that letters inquiring the whereabouts of those in our schools who had returned from the war had been mailed to heads of all mission stations.

Literature for Presbyterial Meetings - Three communications were received from depositories of the Woman's Boards of Foreign Missions in response to letters of inquiry from Miss Rue. These contained information to the effect that the methods used by the Woman's Foreign Boards for supplying literature to presbyterial meetings are practically the same as those of our Literature Department. It was therefore considered unnecessary to recommend new methods now and our Literature Department will continue to furnish literature to presbyterial meetings under the same conditions as heretofore.

Alaska - The Land of the Totem - On the press.

Leaflet - Business Side of School Work - No report.

"Quiz on Our Schools in Cuba" - It was reported that copies of this leaflet would be purchased from the Woman's Auxiliary of the Presbyterian Church in the U.S. if possible.

Exhibit - Annual Meeting - Plans are progressing favorably.

Leaflet - Prospectus of Work, by Miss Torrence - No report.

Porto Rico, by Mr. Allaben - On the press.

Duties of Secretary for Literature - Not ready. In discussing the distribution of this leaflet, when it is ready, it was suggested that it be sent annually to presbyterial secretaries for literature with the request that they pass the information contained in it down the line to their local officers, and in this way keep constantly before secretaries for literature the requirements of their office.

Narratives - Miss Rue reported that she had received no reply from Mrs. Waid as to whether she would write the story desired.
Miss Rue again expressed the need for narratives and the committee discussed the question of procuring authors. Mrs. Douglass stated that Miss Ferris, whom she knows and who is now traveling for the Interchurch World Movement, might write an interesting story. It was therefore suggested that Mrs. Douglass approach Miss Ferris in an informal way to learn whether she would be willing to write, and to explain to her that while the Woman's Board has no rule as to what amount shall be offered in remuneration for manuscripts it would like to know her terms for writing a leaflet. Mrs. Douglass also suggested Mrs. Arthur Bissell, who was Miss Manatt, as a possible author.

Plays to be prepared by Students - No report.

Summer Offering Leaflet 1920 - No report.

Mss. #31 - Mrs. Jake Dockery of Spillcorn at Seattle Presbyterial Meeting - While it was not considered advisable to have this manuscript printed, it was recommended that it be typed and that Miss Rue place under "Tools in Type" a notice stating that it is procurable in typed form if desired, and that information to this effect be sent the author.

Mss. #30 - A Mountaineer's Sermon - It was decided that this manuscript be returned to the author with thanks and the statement that it was considered advisable never to publish anything that would reflect at all upon the Mountaineers.

Monthly Topics - Miss Rue stated that new leaflets on the topics of the next five months were needed, especially to send to leaflet subscribers. She submitted the following list to the committee:

May -------- "The Spanish Southwest"
June -------- "West Indies"
July -------- "Woman's Board of Home Missions"
August ------ "Future Leaders of the Church"
September--- "A National Program"

In connection with the topic "The Spanish Southwest", which needed to be supplied at once, it was suggested that material might be found in secular magazines regarding the influx of Mexicans and their need of Americanization and reprinted in leaflet form. It was suggested that McLean's article "Helping the Mexican to 'Think American'" published in The Continent of January 29, 1920 might be cut down somewhat and reprinted. It was, however, considered that something more solid was needed. It was then advised that we ascertain what the Board of Home Missions has for us to purchase on this topic. Samples were procured from that organization and it was decided that a sufficient number of copies of the leaflet "Mexicans or Americans" be purchased to send out on leaflet subscriptions.

Miss Petrie reported that she had procured information from the printer that "Wireless Messages" would be printed this spring at the same rate as it was last fall. For her children's letter, however, she had in mind something that would cost a little more, but felt that it would pay to carry out her plan.

Miss Petrie presented to the committee a manuscript accompanied by pictures and a chart that she had received from Mr. Hollingsworth of Tucson. This material promises to make a most attractive publication. After discussion it was recommended that she develop and later submit to the committee her idea of the form in which it might be published. It was felt that it would be well to have it ready in time for the Biennial Meeting in May.

Mrs. Gildersleeve stated that Miss Shultz of the Foreign Board had conferred with her regarding the preparation of an announcement advertising study books, Home and Foreign, to be distributed at summer conferences, and asked for permission to cooperate with Miss Shultz in having such an announcement printed. This was granted.

Mrs. Douglass stated that she had not had time during Miss Finks' absence to purnish to the Presbyterian magazines excerpts from The Home Mission Monthly as was requested, but that she hoped to do this now that Miss Finks had returned.

She reported that the price of paper was again going up and that Mr. Dorey, the printer, advised that supply for the magazine be bought now rather than in two or three months when it should be needed. She stated that she wished the committee to know that things continue to soar higher and higher.

Mrs. Douglass reported that the Interchurch World Movement had asked that interesting available material not to be published by the Woman's Board of Home Missions might be transferred to that organization for possible publication, the idea being to give publicity to the Woman's Board. She stated that she considered the material contained in the green folders that come to her through the filing department very good indeed and asked whether it might be permissible for her to comply with the request of the Interchurch World Movement. The question arose at this point as to whether Miss Rue ever had the opportunity to see material contained in these green folders and she stated that she had not. It was therefore recommended that Mrs. Douglass pass these green folders on to Miss Rue before returning the same to the filing department, and that Miss Rue have in mind for publication interesting items and submit the same to the committee.

Meeting adjourned.

Stenographically reported -

Approved by -

SPECIAL MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

MARCH 9, 1920

Present: Mrs. McMillan, Mrs. Kraeger, Mrs. Holt,
Mrs. Bancker, Mrs. Gildersleeve, Miss Finks,
Miss Rue; also Mrs. Pingry, Mrs. Hovey,
Mrs. Thompson, Miss Petrie, Miss Torrence
for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

This special meeting of the committee was called because of important matters concerning The Home Mission Monthly and the exhibit of the Woman's Board in connection with the General Assembly needing to be considered at once so as to be submitted to the Board's meeting March 9, 1920.

Miss Finks after an absence of six months in the Orient was present and brought up the matter of the immediate necessity of procuring a stock of paper for the magazine. She stated that paper was increasing in price at a rapid rate and that before it reduces it will probably double. She gave an idea of the rapid increase by stating that a year ago it was $110.00 per ton, last summer $168.00, and now the price is $280.00 per ton.

Miss Finks asked the committee whether it might not be considered advisable to grant sufficient money to procure a better quality of paper instead of continuing to put the magazine out as economically as possible using cheap paper and few pictures. In this connection she brought to the committee's attention the very attractive publicity material being published by the other Boards.

In discussing the future policy of the magazine Miss Finks submitted to the committee three ways to meet the present situation as follows:

1. - That the subscription price of the magazine be increased.

2. - That eight pages be added to the present size of the magazine and that these be devoted to advertisements in order to help meet the advance in cost.

3. - That the magazine be budgeted by the Woman's Board under "Making Work Known".
(This last was suggested to Miss Finks by the Administration Committee.)

There was much discussion and considerable difference of opinion as to what would be the best course to pursue. It was the consensus of opinion that this is the right time for our magazine to plan for expansion and the following recommendations were made to present to the Board.

I - It was recommended that the magazine be budgeted by the Woman's Board under "Making Work Known".

II - It was recommended that the magazine be increased by eight pages a portion of these to be devoted to advertisements which shall be left to the discretion of the editor.

At this point of the meeting Mrs. McMillan brought to the attention of the committee information that Mr. Billard's article "The Business Side of School Work", which is now in the hands of Miss Torrence, was desired by Miss Sheibley for publication in the New Era Magazine. The committee's opinion was asked as to whether such action would be considered advisable. Miss Torrence stated that she considered that additions would be needed to make the article suitable for publication, that in its present form it deals with one side only of the school work. After discussion the following action was taken:

Motion - That as the article "The Business Side of School Work" was originally prepared for our Board, Miss Torrence be asked to make necessary additions to it, and that it appear first either in The Home Mission Monthly or as a leaflet, and that if the New Era Movement then wished to reprint it they be permitted to do so, but that it go to that organization as a reprint. Carried.

Miss Rue presented to the committee the plan of the General Assembly's Committee for an exhibit to be located in the ball-room of the Academy of Music in Philadelphia. The idea is to have posters two feet wide by five to six and a half feet high that will cost at the flat rate of fifteen dollars each. The Woman's Board is assigned fifty feet requiring twenty-five posters, making the total estimated cost to the Board $375.00.

The committee considered the advisability of expending this amount of money and after quite a discussion made the following recommendation to be presented to the Board:

It was recommended that an amount which may possibly reach $375.00 be appropriated to cover the cost of posters that shall be prepared by the different departments of the office to be exhibited in connection with the General Assembly in the ball-room of the Academy of Music in Philadelphia.

Miss Rue was asked to prepare a schedule assigning to each department of our office a number of posters so as to make it possible for us to have the material necessary to fill the space assigned to our Board in the exhibit.

Meeting asjourned.

Stenographically reported

Approved by

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

MARCH 16, 1920

Present: Mrs. McMillan, Mrs. Pingry, Miss Torrence, Miss Rue; also Mrs. Bancker, Miss Sheibley, Miss Petrie, Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. Pingry.

Because of lack of time the reading of the minutes of the February meeting was omitted, but the following items of unfinished business were considered.

Plays on Americanization - Miss Rue reported that Miss Elliot had written stating that she was too busy to give any thought to the preparation of a play before April first. Miss Rue replied that we would be pleased to receive a manuscript later if she had something worthwhile to offer. No reply has been received from Miss Hay.

Sequel to Service Flag - Miss Rue reported that 22 letters had been received in response to communications sent to the heads of the schools, and that while these contain nothing of thrilling interest they might contribute to a useful leaflet if placed in the hands of a clever writer.

Alaska - The Land of the Totem - On the press.

Leaflet - Business Side of School Work - See report in minutes of "special meeting" March 9th.

Quiz on Our Schools in Cuba - Ready for the press after having passed under the eye of Dr. Wharton of Cuba, its author.

Leaflet - Prospectus of Work, by Miss Torrence - Miss Torrence has made merely a start towards the preparation of this leaflet.

Leaflet - Porto Rico, by Mr. Allaben - On the press.

Narratives - Mrs. Douglass, who suggested the names of Miss Ferris and Mrs. Arthur Bissell as possible authors, has not approached these ladies because she felt that she had no authority to do so. The committee discussed the question of remuneration to be offered for narratives, and it was considered that since both these ladies are good writers twenty dollars be paid for a manuscript of from 1000 to 1500 words. The following action was taken: Motion - That Miss Ferris and Mrs. Bissell be asked whether they would be willing to write missionary narratives of 1000 to 1500 words and that a remuneration of twenty dollars each be offered for the work. Carried.

Plays to be prepared by Students - No report.

Monthly Topics - The committee on monthly topics, Miss Sheibley, Chairman, Mrs. Douglass and Mrs. Waid, submitted list of topics for 1921 to the committee with the hope that suggestions for its improvement be made. After discussion the following action was taken:
Motion - That the list be accepted with thanks and the following exceptions ; that another third topic under June be chosen for "Light against a Dark Background", that under July the word "Forceful" be used instead of "Telling", and that under December, second sub-topic, another word be substituted for "Religion". Carried.

Leaflets on Monthly Topics - The need for helps on the monthly topics was again presented by Miss Rue who submitted the following statement:

May ----------- Have located two publications by American Missionary Association.
June ----------- Dr. Wharton's "Quiz on Our Schools in Cuba" will serve.
July ----------- Unprovided
August --------- "
September ----- "

Miss Rue reported at this time that the material contained in green folders was not available for the use of the Literature Department. (See last items Minutes Feb. 17, 1920.)

Summer Offering Leaflet, by Mrs. Dickens-Lewis - Manuscript for Summer Offering leaflet is in hands. Miss Petrie mentioned to the committee the fact that when she recently saw Mrs. Dickens-Lewis inquiry was made as to what had become of the manuscript for the Summer Offering leaflet. Miss Petrie expressed a desire to read it and the committee recommended that when doing so she make suggestions for its publication. Miss Rue spoke of the need to have the Summer Offering leaflet at once.

Leaflet - Duties of Local Secretary for Literature - In course of preparation.

Exhibit (See minutes of "special meeting" March 9, 1920)
It was reported that Mr. St. John had submitted a different size of poster for the Woman's Board of Home Missions portion of the General Assembly's Exhibit to be located in the ball-room of the Academy of Music in Philadelphia, and that he made the offer to make any number of posters at the flat rate of fifteen dollars each, the size to be 28 X 56 inches. Mr. St. John explained that these posters are to be mounted on a standard which may be used in connection with the exhibit of the Interchurch World Movement after the General Assembly. The committee took the following action after much discussion:

Exhibit cont.

Motion - That Miss Sheibley and Miss Rue be appointed a committee with power to decide upon the Woman's Board of Home Missions portion of the General Assembly's Exhibit, but that in taking up the matter with Mr. St.John it be made plain that the Woman's Board understands that after exhibition in Philadelphia the panels become its property. Carried.

At the special meeting of the committee on March ninth Miss Rue was asked to prepare a schedule assigning to each department of the office a number of posters so as to have the material necessary to fill the exhibit space provided for our Woman's Board. This was done and at an office conference held March fifteenth posters were assigned to the different departments in the following numbers:

1 - Home Mission Monthly
1 - Student Work
2 - Westminster Guild (Guild and Guild Circles ?)
2 - Young People's Department
3 - Missionary Education
3 - Secretary's Office (General Work and New Era)
3 - Treasury
7 - School Department (1 for each field: Alaskan, Indian, Mexican, Mormon, Mountaineer, Cuba and Porto Rico, Santo Domingo and Haiti)
1 - Work among Foreign-Speaking People
2 - Literature Department

Mss. #32 - Given Mrs. Pingry to read and comment upon, and pass on to go the rounds of the committee.

Meeting adjourned.

Stenographically reported

Approved by -

SUGGESTED TOPICS for 1920-1921

JANUARY - WORKING DOLLARS
Stewardship, a Basic Fact; Converting Faith into Sight

FEBRUARY - THE FIRST AMERICAN
Changed Conditions for the Indian; Cooperation with the Government; The Indian in his Home

MARCH - THE NEW AMERICAN IN HIS NEW HOME
New Occasions Teach New Duties; Foreign-Language Publications; The Church in Industrial Communities; the Migrant Worker

APRIL - THE NEGRO AMERICAN
The Negro's Contribution to the Nation; a Constructive Program for Just Inter-racial Relations; The Negro's Fight for Health and Recreation

MAY - THE SPANISH-SPEAKING AMERICAN
The Problem of a Foreign Language in the Southwest; Getting Together in New Mexico; Opportunities for Christian Education

JUNE - A PROGRAM OF ADVANCE IN THE WEST INDIES
Cooperative Plans and Progress; Missions and Community Health; Light against a Dark Background ?

JULY - ~~THE~~ YEAR IN REVIEW
Forceful ~~Telling~~ Facts and Striking Statistics; The Year in Terms of Accomplishments

AUGUST - THE YOUNGER GENERATION
Leaders and Equipment; The Church's Call to the College Girl; Building for the Future

SEPTEMBER - THE YEAR IN PROSPECT
A National Outlook; The Unfinished Task; Ways and Means

OCTOBER - THE ALASKAN OF TODAY
Alaska's Contribution to the Wealth of the World; the Problem of Health; In Home and In School

NOVEMBER - BARRIERS AND PASSES IN THE SOUTHERN MOUNTAINS
Products of Isolation; Ventures in Practical Education; The Community at Work for Itself

DECEMBER - PRESENT DAY CONDITIONS IN UTAH
Mormonism, Political and Statistical; Mormonism - a Cult or a ? Religion; The Purpose of the Christian School in Utah

INFORMAL MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

APRIL 20, 1920

Present: Mrs. McMillan, Mrs. Thompson, Miss Rue; also Miss Sheibley and Miss Finks for a portion of the time.

On account of special called meeting of Woman's Board it was impossible to consider full docket of business but most urgent items were discussed and necessary actions were taken.

Miss Finks brought to the committee's attention the immediate need of considering the question of raising the subscription price of our Home Mission Monthly because Woman's Work, the organ of the Woman's Presbyterian Boards of Foreign Missions, is compelled to increase its price. The following recommendation was therefore approved and accepted:

That the subscription price of The Home Mission Monthly be increased September first 1920 to seventy-five cents or to eighty-five cents, according to the decision of the Central Committee of the Woman's Boards of Foreign Missions in behalf of Woman's Work.

The chairman then presented the immediate need for literature on the topics for July and August and it was the wish of the committee that Mr. Allaben be requested to prepare a brief of his annual report that may be printed on not more than six pages for special use in connection with the July topic.

To provide for the August topic it was decided to ask Miss Petrie to give us 1500 copies of "Wireless Messages" to send out to those who subscribe for our leaflets and that an insert be printed to explain how this publication is usually used and that it is being furnished to leaflet subscribers for the August meeting so that they may know about the special work that their young people are doing.

The need of a pageant for the Pilgrim Tercentenary was discussed but no decision was reached.

It was decided to reprint Mrs. Waid's historical article on the Woman's Board of Home Missions that will appear in the "Assembly issue" of The Continent so it shall be ready for distribution to commissioners at the General Assembly. The Continent has graciously granted permission to us to do this.

The plan to print a little flier announcing our Biennial Exhibit of literature and handicraft to the women of Philadelphia was approved.

Respectfully submitted

Secretary pro tem

INFORMAL MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

April 27, 1920

Present: Mrs. McMillan, Mrs. Thompson, Mrs. Bancker,
Mrs. Kraeger, Mrs. Hovey; also Miss Sheibley,
Mrs. Gildersleeve, Miss Petrie, Miss Torrence,
Miss Finks, Miss Rue for a portion of the time.

On account of the annual business meeting of the Woman's Board it was impossible again to consider the full docket of business of the committee, but most urgent matters were discussed and necessary actions taken.

Miss Finks asked whether two summer issues of The Home Mission Monthlymight be combined this year, as was done in 1919, and inquired what issues these should be. The following action was taken:

Motion - That permission be granted to omit one issue of the magazine, and combine the topic with that of the following issue, the month omitted to be decided upon by Miss Finks in consultation with Miss Retrie. Carried.

Miss Sheibley reported that some time since General Council's Committee on the Year Book of Prayer decided not to have a flier advertising the "Year Book for 1921, but that in consultation with Miss Allis very recently it had been decided that there should be such a flier and Miss Sheibley stated that she felt with Miss Rue that it should be in the form of an order blank such as was issued for the Year Book for 1920. She reported also that the New Era Movement has in course of preparation an advertisement of "Seasonable Activities" on which the Year Book of Prayer will be included. In view of the extensive advertising the Year Book shall have it was considered advisable to increase the edition to 40,000 copies. Miss Rue reported that both Boards had sold 33,500 copies of last year's issue as early as March first, and that she felt that 40,000 copies would not be too many to order of the new edition, our Board to take half the edition.

Miss Rue expressed a desire that the Year Book Committee might take action to the effect that after the stock of the Year Book of one Board shall become exhausted orders that may be received by that Board be transferred to other Boards still having supply on hands. The committee decided that such a recommendation be made.

Motion - That Miss Sheibley be asked to prepare the Home Mission pages on the 1921 edition of the Year Book of Prayer. Carried.

Miss Rue asked that she might take from her office two girls and a man to assist her in the display and sale of literature and handicraft at the Biennial Meeting of the Woman's Board to be held in Philadelphia in May, and the following action was taken:

Motion - That Miss Rue be privileged to take two girls and a man as her assistants in Philadelphia, expense to be met by the Literature Budget. Carried.

Miss Torrence desires a flier, which shall show the loss entailed in the payment of interest on money loaned, for distribution at the Biennial Meeting, and the committee took the following action:

Motion - That Miss Torrence be permitted to prepare such a flier as she has in mind for the Biennial Meeting. Carried.

Mrs. Gildersleeve asked whether she might have a flier on Missionary Education to distribute at the Biennial Meeting and the following action was taken:

Motion - That Mrs. Gildersleeve be permitted to prepare a flier for distribution at the Biennial Meeting. Carried.

Miss Rue inquired whether the Star Plan shall be continued during the coming year, and since she expects to stress this plan in her remarks at the Biennial Meeting asked whether she might be permitted to have the leaflet on the Star Plan ready for distribution at the Biennial Meeting. The following action was taken:

Motion - That the Star Plan be continued, and that Miss Rue be permitted to have a new leaflet regarding it to distribute at the Biennial Meeting. Carried.

It was suggested that Miss Rue develop her plan for leaflet of diminutive size to be carried in a purse. Her idea was to call it "What Next?" and to set forth briefly the work that will be benefitted by the New Era advance of 1920-21. It was therefore -

Moved that Miss Rue proceed with the preparation of such a leaflet so as to have it ready to give to every attendant at our Biennial Meeting in Philadelphia. Carried.

Meeting adjourned.

Stenographically reported.

Approved by -

INFORMAL MEETING OF LITERATURE AND PUBLICATION COMMITTEE

MAY 11, 1920

Because of an extra session of the Woman's Board of Home Missions it was impossible to hold the special meeting of our Literature and Publication Committee called for Tuesday, May 11, at 2.15, but three members, Mrs. McMillan, Mrs. Bancker and Mrs. Kraeger came together to decide most urgent questions.

Mrs. McMillan opened the meeting with prayer.

Because Mr. Allaben had given his word to the Committee on Cooperation in Latin America that our Board would become responsible for a portion of the edition of S. Guy Inman's book on "Santo Domingo and Haiti", it was moved and carried that our Literature Department purchase 500 copies in paper binding at $35.00 per 100, the same to be sold at 50c. per copy.

Mr. Harvey O'Higgins recently informed our Literature Department that 400 copies only remain of the book "Under the Prophet in Utah". He offers these to us at the same rate that we secured our former stock, 50c. per copy. As we have been the only organization handling these books and because the stock is so nearly exhausted Mrs. Kraeger moved - "That we accept Mr. O'Higgins' offer and purchase these 400 last copies that are available."

Miss Petrie had placed a pageant in the hands of the chairman which had been tested and found acceptable. It was moved that this be left in the hands of Miss Sheibley and Miss Rue with power to decide upon its merits for publication.

Upon motion the meeting adjourned because the hour for convening the Woman's Board had past.

Respectfully submitted

Secretary pro tem

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

JUNE 29, 1920

Present: Mrs. McMillan, Mrs. Kraeger, Miss Terrence;
also Miss Petrie, Miss Finks, Miss Rue for
a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Items of unfinished business were discussed and the following reports and motions made regarding the same.

Pageant - "Tell Me the Old Old Story" - (See Minutes May 11,1920) Miss Petrie suggested that a small remuneration be offered the author of this pageant who had been led to believe she would receive the same by some one outside of the office. It was therefore moved -
That the manuscript "Tell Me the Old Old Story" be published and that the author be granted a remuneration of ten dollars but that when writing to her mention be made of the fact that we have many manuscripts donated and that an exception is being made in her case under the circumstances. Carried.

Year Book of Prayer 1921 - On account of Miss Sheibley's absence from the meeting no report was made on the progress in the preparation of the Year Book for 1921.
Miss Rue reported to the committee that it had been suggested that 50,000 copies of the Year Book for 1921 be printed, but that she did not consider it wise to order such a large edition. She believed that 40,000 copies would be a large enough number to undertake to sell and stated that Miss Sheibley had told her that Mrs. Bennett agreed on this number. Half of the edition, 20,000 copies, will come to our Board.

"What Next?" - On the press.

Leaflets on Monthly Topics - Miss Rue presented the need for new issues on all topics beginning September 1, 1920, and in discussing the possibility of procuring new leaflets Miss Petrie offered to the committee a manuscript "By Horse and Motor Power in Arisona" that had come too late for use in her "Wireless Messages". It was recommended that the manuscript be read and commented upon by members of the committee.

It was suggested that Miss Sheibley might have an excess amount of narrative material for the Year Book and that such material be used whenever possible for leaflets on the topics. It was therefore recommended that Miss Sheibley be responsible for one new leaflet on each of the monthly topics.

It was also recommended as a means of procuring material for leaflets on the topics that Mrs. Gildersleeve be asked to write to the field secretaries to learn whether they will submit

Leaflets on Monthly Topics cont.
material for leaflets on the topics, and that she also ask them to let us have material that they may have gleaned from people met at summer conferences.

Mr. Hollingsworth's manuscript - (See Minutes Feb.17,1920)
Miss Petrie reported that upon consulting Mr. Allaben regarding Mr. Hollingsworth's manuscript and charts it had been suggested that on account of changes on the field it would not be well to publish the information given. It was therefore decided not to print the leaflet at that time. Miss Petrie stated that Mr. Hollingsworth expected to visit the office in the near future when she could talk with him regarding present conditions. The committee suggested that she procure all information possible for the leaflet in mind and present the same to the committee for approval. It was considered that a leaflet of this sort would be a valuable addition to our list of publications.

Pageant for Pilgrim Tercentenary - Miss Rue presented the need of literature for use during Mayflower Week November 21-29,1920, and the following action was taken:
Motion - That Miss Rue be given power to purchase or print material that in her mind would be useful for distribution in connection with the Pilgrim Tercentenary should such material come to her notice between this time and the autumn during the absence of the committee, and that she learn from the Congregational Board the material available on the subject. Carried.

Sequel to Service Flag - Miss Rue asked what should be done with accumulated letters from field workers received in response to requests for suggestions for leaflet "Sequel to Service Flag". Because it seemed rather a late date to print the leaflet in mind the committee moved -
That material in hand for leaflet "Sequel to Service Flag" be laid aside and kept for other use than at first intended. Carried.

Alaska the Land of the Totem - On the press.

Business Side of School Work - It was reported that no progress had been made towards the completion of this leaflet. The committee requested that it be ready for distribution in September and asked Miss Torrence to proceed with its preparation in consultation with Miss Sheibley.

Prospectus of Work - Not yet ready.

Miss Petrie submitted copy for a Little Light Bearers Certificate. Because the Little Light Bearers is a joint organization there was considerable discussion as to whether we would be justified in publishing sush a certificate which, however, is greatly needed. In was moved -

That in view of the fact that the stock of certificates for Little Light Bearers has been exhausted for so long a time Miss Petrie proceed with the printing of her little certificate for this organization. Carried.

Miss Petrie submitted also for publication a manuscript to take the place of her "Methods" leaflet. The same was turned over to Mrs. McMillan for approval.

Miss Finks submitted to the committee copy for her new leaflet regarding the Home Mission Monthly Apportionment for 1920-21, and explained that it was the hope to have this leaflet reach all local secretaries for literature either direct from headquarters or through presbyterial secretaries for literature. Her copy met with the committee's approval.

Miss Rue reported to the committee that a plan to ship the exhibit, that had been displayed in the Academy of Music in Philadelphia during the General Assembly, to summer conferences at Winona Lake and Chautauqua was being considered. She stated that Mr. St. John had offered to be responsible for its shipment to these conferences at a cost of five dollars per panel which was considered too expensive, but that the New Era Movement had submitted a far more reasonable estimate. After discussion as to the advisability of sending this exhibit to these conferences the following action was taken:

Motion - That if the Woman's Board share of the expense in sending exhibit to Winona Lake and Chautauqua summer conferences shall not exceed twenty-five dollars the committee approve the plan. Carried.

At the suggestion of the committee Miss Rue secured an estimate of the cost of building a glass enclosure for open sides of the hall outside of the Literature Department, the idea being to so enlarge the Literature Department as to make it possible to have a display in the hall where people visiting our floor might rest and not disturb work in the offices or be disturbed themselves. The estimate submitted was $650.00. After discussion it was decided that the following recommendation be made to the Administration Committee;

Recommended that the Administration Committee be asked whether in order to enlarge the Literature Department the hall outside of room #620 might be enclosed according to the estimate to serve as a display room because the Literature and Publication Committee have felt for some time that the rooms now occupied by the Literature Department are inadequate for the need, and hope that provisions for enlargement may be made in the way suggested or in some other way, perhaps a room somewhere else.

Miss Rue brought to the attention of the committee the fact that the proper keeping account of stock is a large item in the work of the Literature Department, and asked the committee's opinion as to whether it was considered essential to have another helper in the office so as to make it possible to keep the stock list up-to-date. After discussion the following action was taken:

Motion - That Miss Rue write a letter to the Administration Committee setting forth the situation that with the present corps of workers in the Literature Department it is impossible to keep the stock list in such business-like order as she would like it done and ask whether that committee would approve the expenditure of the salary of another helper in the interest of having this work done in the proper way. Carried.

Miss Petrie asked whether "Helps and Entertainments for Children" might be kept on sale in the office. This pamphlet came to her from the Methodist Episcopal Church South and she stated that she considered the material in it very good. After discussion the committee advised that Miss Petrie recommend the use of this pamphlet wherever she may desire but that she explain that copies may be had upon application to the Methodist Board. It was not considered necessary to place it in our stock in the Literature Department.

Miss Rue asked whether she might have an order blank printed on which presbyterial and synodical secretaries for literature might write their orders for literature for spring and fall meetings. The following action was taken:

Motion - That Miss Rue be permitted to have the order blank she desires for the use of presbyterial and synodical secretaries for literature. Carried.

Motion - That a letter be written Mrs. McDowell, the author of the Praise Service, stating that her manuscript "Thank You" has met the approval of the committee who thank her for it and assure her that it will be published in time for autumn meetings. Carried.

Motion - That Miss Rue's manuscript submitted under title "Ten Commandments for Secretary for Literature" be accepted but that she change the form and use the title "Secretary for Literature - Her Whole Duty". Carried.

A pamphlet "The Soul of the Indian" was received from the Home Missions Council with information that copies can be purchased at $4.50 per 100. Miss Rue submitted the same to committee and it was recommended that it be advertised and copies purchased from the Council as needed.

The play "Immigrants All", which had previously been submitted to the committee in somewhat different form under the title "Americanization" and returned to the author, was again received from the author with the request that it be published. The committee decided that since the Woman's Board has so little work among immigrants it would not be well to publish plays along the line of Americanization and recommended that the manuscript be returned with the information that at present there is no use for such a play.

Mrs. McMillan stated that she had received four little stories which she would send to Miss Rue for her opinion as to whether or not they should be printed and placed on our list of publications. She stated further that should Miss Rue consider them worth accepting the work of printing be put through without delay.

Miss Rue informed the committee that the supply of mite boxes is again exhausted and the large expense involved in procuring a new stock, $24.00 per 1000 or $600.00 for 25,000, and the question as to whether mite boxes should be charged for in the future was discussed. After consideration the following motion was taken:

Motion - That hereafter mite boxes be charged for at the rate of three dollars per hundred. Carried.

The fact that the joint publications, "Hand Book", "Light Bearers" manual, and wallet for associate members are out of stock was brought to the attention of the committee and advice asked as to what steps should be taken to procure new supplies. It was recommended that Miss Rue make an effort to procure copies of the "Hand Book" from the different depositories of the Woman's Foreign Board, and that our Home Mission Wallet prepared some time since be used during the time the joint wallets are out of stock. There was no action taken regarding the "Light Bearers" manual.

The following out of print publications were presented to the committee and decisions made as to whether or not they shall be reprinted:

"Don't Forget the Indian" - Do not reprint
"Bible Exercises for Children" - Do not reprint
"What Have We Done To-day?" - Do not reprint at this time
"Little Leaven" - To be reprinted
"Lucky Coin of Scrappin' Creek" - To be reprinted in form so that selling price shall not exceed 25 cents per copy; suggested also that title be changed somewhat it being the opinion that the play would sell better under another title.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

SEPTEMBER 21, 1920

Present: Mrs. McMillan, Mrs. Stockwell, Mrs. Gildersleeve,
Miss Petrie, Miss Scotland, Miss Rue; also Miss
Sheibley and Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Items of unfinished business were discussed and the following reports and recommendations made regarding the same.

Pageant - "Tell Me the Old Old Story" - Miss Petrie reported that this pageant had been returned to the author, Mrs. F.E. Bay, with suggestion that changes be made in it. Mrs. Bay replied that she had not yet had time to do this work. Miss Petrie reported also that no remmneration had been offered.

Leaflets on Monthly Topics - It was reported that Miss Sheibley hoped to use for the November topic "New Roads in the Mountains" a leaflet by Meta Carter now on the press entitled "Life of a Country Girl Written By Herself". She further stated that for the coming months provision had been made as follows:

December -- Nothing as yet
January --- It is hoped the leaflet "Business Side of School Work" will be ready
February -- Nothing as yet
March ------ Miss Acheson's new leaflet and others by Social Service Department
April ------ Summer Offering Leaflet
May -------- Extracts from "Interchurch Survey of New Mexico" which includes information in detail of nine of our schools

Mr. Hollingsworth's manuscript - It was recommended that this manuscript be placed on file in filing department and that this item be dropped from the minutes in view of the fact that conditions have somewhat changed since it was received.

Pilgrim Tercentenary - Miss Rue submitted three pageants to the attention of the committee for the Pilgrim Tercentenary. One, prepared by Dr. Keigwin, is published by the Board of Home Missions, also two other pageants along this line that she procured from the Department of Pageantry and Drama, Community Service located at 1 Madison Avenue. All these pageants were considered rather pretentious to warrant purchasing in large numbers, but it was suggested that samples be placed on display in the Literature Department with information as to where copies may be procured, and Miss Rue offered to procure a few copies to meet requests that might be received.

Pilgrim Tercentenary cont.
Attention was called to a pageant entitled "Pilgrim and the Book" advertised in The Continent and published by the American Bible Society, also another by Anita Ferris, and it was recommended that sample copies of these be procured to discover whether or not they are acceptable for our use. It was further suggested that Miss Rue visit the Religious Book Shop where a section is devoted to Tercentenary material to learn of suitable aids for our constituency.

Business Side of School Work - It was recommended that the preparation of this leaflet be referred to Miss Voss.

Prospectus of Work - Miss Torrence prepared an outline for this leaflet which was presented to the committee. There was considerable discussion as to its length and the real need for printing all the information is suggested. In this connection Miss Petrie cited an incident of how she had been called before lawyers to swear to the work of the Woman's Board and how she wished she had had just such a leaflet as the "Prospectus of Work". The only printed matter available for her to submit to these lawyers was the old Historical Sketch of the Woman's Board prepared by Mrs. Walker, and a few small leaflets. She wished there had been one leaflet up-to-date covering the entire work of the Board. It was decided therefore that such a leaflet was most essential and that the outline be given Miss Sheibley with the suggestion that she cancel what seems superfluous bearing in mind the fact that the leaflet must be short and to the point, and that she submit the same to the committee before publication.

Certificate for Little Light Bearers - It was reported that out of courtesy to the Woman's Foreign Board Miss Petrie had not been permitted to proceed with the publication of the Little Light Bearers certificate passed at the last meeting. As the reasons given seemed insufficient she was authorized to proceed with its publication.

Exhibit in hall - It was reported to the committee that the exhibit that had been displayed in the Academy of Music in Philadelphia and later in the hall on the sixth floor had not been sent to Winona and Chautauqua summer conferences. Miss Sheibley stated that she had acted upon the motion of the committee (see Minutes June 29, 1920) but that the matter had been dropped by the New Era Movement.

Year Book of Prayer - Miss Sheibley reported that the Year Book is ready for the press and that she hoped it would be in printed form the second week of October.

Miss Rue presented to the committee a letter from Rev. Chas. W. Higgins, Supt. and Sec'y of Morning Star Mission, Salt Lake City, in which he asked if the Woman's Board will publish again the leaflet "How to Meet the Mormon Missionaries" and if not whether permission might be given the Presbyterian Board of Publication to publish it. At first it was thought that the leaflet was rather too old to place on our list of publications again, but Miss Rue explained that the material contained in it was really very good and suggested that the matter of publishing it again be left for decision with Mrs. Bennett who is well informed on the subject. It was therefore recommended that Mrs. Bennett be asked whether she considers it advisable to reprint the leaflet, the same to be published if she thought it wise, and that permission be given the Presbyterian Board of Publication to publish it should our Board not wish to do so.

In discussing the need of literature on the subject of Mormonism it was suggested that Miss Rue learn through the "Interchurch Survey" whether material on the subject is procurable through the Interchurch World Movement.

Hon. Harry L. Gandy's speech in the House of Representatives "The Nation Should Be Aroused to the Danger of Peyote" was submitted to the Literature Department by Rev. E.O. Watson, Sec'y of Federal Council of the Churches of Christ in America, with the inquiry as to whether or not we would wish to circulate the same through our constituency under the Government frank, copies being obtainable at the rate of three dollars per thousand. After discussion it was recommended that Miss Rue purchase five thousand copies and have them mailed to our local societies.

Miss Rue brought to the attention of the committee the need for a publication which shall give a general survey of Home Mission Fields from a Presbyterian viewpoint. Mrs. Gildersleeve stated that the study book for next year would deal with this subject and the need for something additional along the same line was discussed. After considering the matter it was decided that since the book would include definite information regarding the fields under the care of the Woman's Board of Home Missions an additional publication would be unnecessary.

Miss Petrie stated that lists of attendants at summer conferences had been given to her by Mr. Hall and that such lists now included about 2500 names. She wishes to communicate in some way with these young people and asked the committee's advice as to the kind of communication to send them, whether a leaflet or a letter. After discussion it was recommended that Miss Petrie prepare something in the form of a printed letter to send to young people who have attended the summer conferences and that it contain a suggestion that they connect themselves with young people's work after having attended the conferences.

Mss.#36 "At Home and Abroad - A Glimpse of Presbyterian Missions"
given Mrs. Stockwell.

Meeting adjourned.

Stenographically reported

Approved by

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

OCTOBER 19, 1920

Present: Mrs. McMillan, Miss Rue; also Mrs. Stockwell,
Mrs. Bancker, Miss Sheibley, Miss Torrence,
Miss Scotland, Miss Finks for a portion of the time.

Excused: Mrs. Hayden

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and recommendations made regarding the same.

Leaflets on Monthly Topics - Miss Rue stated the need for a new leaflet on the subject of Mormonism to be ready for distribution November fourth. After Miss Sheibley reported that it had been impossible for her to procure material for it there was quite a discussion as to the source from which literature relating to Mormonism might be obtained. It was suggested that a leaflet be prepared by some one along the line of "What Christian Education Has Done for Utah", "The Purpose of Christian Education in Utah" or "What the Presbyterian Church Has Done in Utah". It was suggested also that excerpts be made from such books as "Under the Prophet in Utah" and "The Foundation of Mormonism" to be printed in leaflet form if permission may be granted by the authors. Several authors who might write acceptably on the subject were also mentioned, among whom were Mrs. Frank (formerly Miss Serena Neilson) and a Miss Burke who has been postmistress in Utah for some years, Mr. O'Higgins and Mr. Cannon. It was further suggested that something be written on the subject of Mormonism outside of Utah. After much discussion the committee - Recommended that Mr. O'Higgins or Mr. Cannon be asked whether it would be possible to prepare material for a leaflet on the subject of Mormonism if not in the near future at some later date and that inquiry be made as to what remuneration would be expected for such a manuscript; also that Mrs. Frank, Miss Burke and others be asked whether they would be willing to write something on the subject; and that Cannon's book "Under the Prophet in Utah" be reviewed and excerpts gathered and reprinted in leaflet form if permission may be obtained for doing the same.

Miss Finks kindly offered to the committee the privilege of having a reprint of a historical article on work in Utah that has been prepared by Dr. D.J. McMillan for publication in the December issue of The Home Mission Monthly, and stated that she would ask the printer to hold the type.

Miss Sheibley stated that Miss Voss or Miss White would probably write something on the February topic "The First American".

Tell Me the Old Old Story - No report

Business Side of School Work - Miss Voss cannot possibly do the work of preparing this leaflet before her return to the office about the middle of November. She stated that if possible she would prepare the same after this date. In discussing the contents of the leaflet it was suggested that mention be made in it of the work of the Literature and Home Mission Monthly departments, and that if possible it be ready for January meetings.

Tercentenary Programs - Miss Rue submitted a copy of "The Pilgrim and the Book" according to minutes of previous meeting. It was, however, considered too elaborate for the use of our constituency.

Year Book of Prayer - Ready for circulation at 25c. per copy. Price has been increased on account of the high cost of printing.

Reprint of leaflet "How to Meet the Mormon Missionaries"- Miss Rue reported that she had submitted the question of reprinting this publication to Mrs. Bennett who recognized the need of a leaflet on the subject but advised that the leaflet in question shall not be reprinted because it does not suit the present-day situation, and she regretted her inability to suggest an author for a new article on the subject.

Prospectus of Work - Miss Sheibley placed copies of manuscript for this leaflet in Mrs. McMillan's care for members of the committee.

Mss. "At Home and Abroad"

Motion - That manuscript "At Home and Abroad" be returned to Miss Allis with a letter stating that because the material contained in it is so much like that included in the new praise service "Thank You" the committee does not consider it advisable to print the same. Carried.

Miss Finks reported to the committee that the September issue of The Home Mission Monthly had failed to reach many subscribers but that there had been copies on hands to supply duplicates of this issue to those complaining that they had not received it. She stated that she had endeavored to learn the cause of non-delivery but had been unsuccessful. It was suggested that in the next issue of the magazine mention be made of the fact that every effort was being made to have magazines delivered and that investigation was being made as to the cause of non-delivery.

It was suggested to Miss Finks that it might be well for her to ask for symposiums on the magazine in view of making it better if possible. She stated that she had in the past included something of the sort in the magazine but was thankful for the suggestion and glad to do so again, and asked that members of the committee make suggestions for the improvement of the magazine at any time.

It was suggested that the little story entitled "For the Sake of Learning" that appears in the November 1920 issue of The Home Mission Monthly be reprinted in leaflet form. Members of the committee were requested to read it and to give their opinion of its value to the committee.

Miss Rue reported that the enpenditures of the committee to date had reached $17,493.18.

It was decided that the regular annual meeting of the committee be held November 16, 1920 from 1.30 to 4 p.m.

Members of the committee were requested to have in mind the need for material along devotional lines and to present anything suitable that may come to their attention for circulation through the Literature Department.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE ANNUAL MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

NOVEMBER 16, 1920

The annual meeting of the Literature and Publication Committee met on Tuesday, November 16, 1920, at one thirty o'clock in the office of our General Secretary, Miss Dawson.

Mrs. McMillan, chairman of the committee, opened the meeting with prayer.

Members of the committee present were the chairman, Mrs. Hovey, Mrs. Stockwell, Mrs. Kraeger, Mrs. Thompson, and Mrs. Bancker. Mrs. Hayden wrote asking to be excused. Officers of the Board present were Mrs. Bennett, Miss Dawson, Miss Torrence, Mrs. Gildersleeve, Miss Petrie, Miss Finks, Miss Tyler for a portion of the time, and Miss Scotland.

After welcoming those present the chairman asked for attention to the business of the day and presented the following list of needs of the Literature and other Departments.

Leaflets on the Monthly Topics for 1921

Mrs. Bennett advised in view of the great cost of printing in these days that we issue small publications rather than the larger articles of literature that would rapidly increase our outgo.

She further recommended that the heads of departments in the office become responsible for the preparation of one new leaflet on each of the topics for 1921 with which they are most concerned and made the following assignment which was accepted.

To Supt. of School Work - February - "The First American"
May ------ "The Spanish-Speaking American"
June ----- "A Program of Advance in the West Indies"
October -- "The Alaskan of Today"
November - "Barriers and Passes in the Southern Mountains"
December - "Present Day Conditions in Utah"

To General Secretary ---- March ---- "The New American in His New Home"
July ----- "The Year in Review"
September -"The Year in Prospect"

To Young People's Dept. - August --- "The Younger Generation"

To Freedmen's Board ----- April ---- "The Negro American"

To the Treasurer -------- January 1922 topic

Upon motion this was carried.

List of Monthly Topics for 1922

The committee appointed for the preparation of these consists of Miss Finks, chairman, Miss Sheibley and Mrs. D.E. Waid.

Year Book of Prayer 1922

The committee had the impression that according to the custom of former years the appointment of an editor and definite decisions regarding the contents and publication of this annual would be essential, but Mrs. Bennett read to the committee from the minutes of General Council an action that was approved by our Board at its meeting October 26, 1920 which does not go into effect until it has been approved by the Foreign Board.

> "Year Book of Prayer
>
> That a committee of five be appointed on the Year Book of Prayer. This committee shall include the two editors chosen by the Boards and one other member from each Board. The additional member shall be chosen by the other four, and she shall be final authority in all questions relating to the publication of the Year Book."

This action was taken with a view to making the "Year Book of Prayer" a unit and not a combination of the "Prayer Calendar" and "Year Book of Prayer".

Summer Offering Leaflet 1921

It was reported that the Summer Offering leaflet on Medical Work prepared by Mrs. Dickens-Lewis for use in 1920 was very late in coming from the press and therefore was used by only a minority of the societies collecting such an offering, also that a considerable portion of the edition remains in stock in our Literature Department.

It was recommended that because the objects to receive the offering next year will be the same as those described in this leaflet that instead of providing a new one this be used as an appeal for the offering in 1921. Carried.

Leaflet on the Budget 1921-22

The presentation of the need of this leaflet called forth various comments on the question of finances and it was finally moved and carried that this be combined with the leaflet to be prepared by our treasurer on the January topic, that it be ready for circulation at the Annual Meeting of the Woman's Board held in connection with General Assembly and that it be used throughout the year for free distribution in societies.

Leaflet Subscriptions
Home Field Extra

The discussion of finances led to inquiries as to whether it pays to sustain leaflet subscription lists and the "Home Field Extra". As the subscriptions are considered a labor-saving plan because they reduce correspondence they were not discussed to any extent, but the Literature Department was requested to submit full information about the cost and use of the "Home Field Extra" to the next meeting of the committee so a decision as to whether it shall be continued may be rendered.

Praise Service 1921

It was reported that the Praise Service entitled "Thank You" prepared by Mrs. J.Q.A. McDowell for 1920 has been most acceptable and Mrs. Gildersleeve, who suggested the name of Mrs. McDowell for the preparation of that service, was asked to suggest an author for a similar service for 1921. She recommended that Mrs. Blanche Dickens-Lewis, synodical president of Ohio, be invited to prepare a manuscript for us. In case of failure to secure Mrs. Dickens-Lewis' aid in this Miss Julia Fraser was recommended as an alternate author.

The Dial of What and When 1922

The chairman of the committee reported the receipt of a communication from General Council's Committee asking if our Board would favor making this a joint publication. Our committee favors union and recommends that this become a joint publication.

Collection Envelopes for Home and Foreign Missions

Because a large majority of missionary societies are organized for both Home and Foreign Missions and offerings for both branches of the work are therefore collected in one envelope, it was recommended that we approach the Woman's Board of Foreign Missions on the subject of providing a joint envelope for the collection of regular monthly offerings. Moved and carried.

Alaskan Leaflet

Miss Petrie requested the privilege of purchasing 250 copies of a leaflet on Alaska by Rev. Dr. S. Hall Young, published by the Interchurch World Movement. She reported that her inquiries for it had brought information that the Interchurch had exhausted its stock but had advised her to inquire of some Board to fill her order. The committee approved her request.

Narratives and Plays, etc.

Our need of narratives, plays, music, poetry, and other entertaining aids for missionary programs was emphasized. Mrs. Frazier, president of Mahoning Presbyterial Society, was mentioned as a possible author for a play. Miss Dawson volunteered to secure information as to her ability for such work.

Miss Petrie asked that Mrs. Thompson be invited to write suggestions for staging her Mother Goose Play. This was approved.

Home Mission Monthly

New Cover ?

Miss Finks was asked to present the needs of the magazine and she began by asking the committee whether it is time to change the cover of The Home Mission Monthly. After discussion pro and con it was moved that the matter be left with Miss Finks for further investigation, and taken up again at next meeting.

Old Cuts

Miss Finks stated further that she has a large stock of old cuts. She asked the privilege of sifting out such as would be of no further service to the magazine, the Literature Department and the Woman's Board, and of selling them for old metal. This was granted.

Shall Freedmen's Board be asked to share Home Mission Monthly deficit?

Inasmuch as one full issue of The Home Mission Monthly each year is devoted to the work of the Board of Missions for Freedmen, Miss Finks asked whether it will be wise to approach that organization to meet one twelfth of the deficit of the magazine at the end of the fiscal year. From the present outlook she thinks it will be impossible to close the year without debt. It was the consensus of opinion that this would be wise. It was therefore moved, seconded, and carried that the sense of this meeting be submitted to the Administration Committee for consideration and approval.

Volunteer Help

As the sending out of publicity matter requires time for which the regular work of the office does not permit, Miss Finks asked if she might solicit voluntary service to forward an appeal to local secretaries for literature whose societies have less than six per cent of their membership subscribing to The Home Mission Monthly. This was approved.

Home Mission Monthly cont.

Christmas Flier

At the suggestion of the chairman of our committee Miss Finks had prepared copy for an attractive Christmas flier advertising the "Year Book of Prayer", The Home Mission Monthly, and Over Sea and Land. This she submitted and it was accepted.

Two Leaflets

For magazine publicity during the year Miss Finks asked for authority to publish two leaflets next autumn. This was granted.

Improvement of the Magazine

She requested suggestions from the committee for the improvement of the magazine.

Department of Missionary Education

The secretary, Mrs. Gildersleeve, announced that the usual annual aids for mission study classes will be needed next year. After considerable discussion on the expense of supplying such leaflets without charge in past years to mission study class leaders, a comparison was made of the packet of helps furnished by our Board on "The Church and the Community" with that supplied by the Foreign Board on the text book of this year, and it was discovered that the Foreign Board is now sending the leader's manual for the book with a full printed and annotated list of priced aids with perhaps one or two other leaflets. It was therefore moved and carried that the matter of free helps for mission study class leaders on next year's topic be referred to the New Era Committee of Missionary Education to be considered in the light of the budget.

Young People's Department

Miss Petrie submitted the following list of needs for her department based on the work of this year.

Wireless Messages (2 editions, 7500 each)	$767.00
Letters for Intermediates, Juniors, Light Bearers and Little Light Bearers (2 editions, 12,500 each)	615.00
Local and Long Distance Directory (3500 copies)	89.90
Home Mission Ladder leaflet, Revision (5000 copies)	133.00
Little Light Bearers certificate (2500 copies)	55.00
Some Doings and Some Suggestions, etc. (3000 copies)	169.90

Young People's Department cont.

Annual Report (3500 copies) ----------------------	$ 90.00
Statistical Sheet (600 copies) ------------------	7.00
Christian Endeavor Programs (2000 copies) ~~1/2-cost~~-	67.76
Here and There, Junior Programs (1500 copies) ----	68.00
Leaflet for Summer Conference Delegates (2500 cop.)	29.00
A.B.C. leaflet on San Juan Hospital (3500 copies)-	58.30
" " " " " " reprint (1500 cop.)	21.40
Report Blanks - Synodical (750 copies)	
Presbyterial (4500 copies)	
Local (15000 copies)	
Lighting the Land of Darkness (for Light Bearers 3000 copies) ----------------------------	62.05

The Westminster Guild also submitted a list the estimated cost of which will be about eight hundred dollars.

Student Department

Miss Tyler, speaking for the Student Committee, thanked our committee for past courtesies and asked for their continuance in the way of grants of literature for summer conferences and other student gatherings. She also made a definite request for three leaflets.

Department for Social Service

The Department for Social Service is hoping through its secretary, Miss Acheson, to publish three new issues covering its special lines of work. In her application Miss Acheson outlines the needs of her committee as follows:

> In regard to your request for a statement itemizing the articles of literature that will be needed by our department 1920-21, I cannot give you any definite information as the matter has not been gone into by our committee. It is true, however, that I hope we will be able to put out at least three small leaflets -- One in regard to Ellis Island, one a fuller statement about migrant work, and a third regarding our part in the Iron Range activities. I feel that all of these are needed. So few of our women outside of the states doing this work realize that we are functioning in the immense Iron Ranges and Ellis Island. Information regarding the migrant work is constantly in demand.

Before leaving Mrs. Hovey expressed her approval of plans for maintaining a high standard in the publications put out by our Board.

When four o'clock, the hour of closing, arrived, the unfinished business had been crowded out. It was therefore moved that this be carried over until our next session.

Meeting adjourned.

Reported by S.C.Rue

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE MEETING

DECEMBER 21, 1920

Owing to the death of her mother Mrs. McMillan was not present at this meeting, and asked that Mrs. Thompson preside.

Present: Mrs. Thompson, Mrs. Gildersleeve, Miss Rue; also Mrs. Kraeger, Mrs. Bancker, Mrs. Stockwell, Miss Dawson, Miss Sheibley, Miss Torrence, Miss Petrie, and Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. Thompson.

Several items of unfinished business contained in the minutes of October 19, 1920 were taken up for consideration and acted upon as follows:

Prospectus of Work - No.report.

Leaflets on Mormonism - It was reported that Miss Sheibley had recommended that a reprint be made in leaflet form of the third chapter of LaRue's book "Foundations of Mormonism", but that as this was twenty pages in length Miss Rue had objected so strenuously to the necessary expense that the matter was dropped.

Miss Rue reported having written to Mr. O'Higgins, as suggested, and read his reply as follows:

> "The only article that I think would be worth while to write on Mormonism would be an article on the Mormon hierarchy's political and financial control of the "invisible government" of this country through their Apostle Smoot in the Senate and the sugar trust, salt trust, smelting and mining interests, Union Pacific and allied railroad lobbies, life insurance and banking connections, telephone money, and so forth. Such an article would be as dangerous to you as the report on the steel trust was to the present interchurch drive. Yet, it is my experience that so long as the Mormons have the protection of these political and financial interests, any moral or religious agitation against them is futile."

It was therefore considered unwise to have Mr. O'Higgins write a leaflet, but it was suggested that Mr. Freece might write acceptably, and the following action was taken:

Motion - That Mr. Freece be asked whether he will be willing to write a leaflet on Mormonism somewhat descriptive of his own life and include in it statistics presenting the subject up-to-date. Carried.

The question of remuneration that should be offered Mr. Freece was then discussed and the following action taken:

Leaflets on Mormonism cont.

Motion - That the matter of offering remmuneration to Mr. Freece for his leaflet be left with power to Miss Torrence, Miss Sheibley, and Miss Rue, but that not more than twenty-five dollars be granted. Carried.

Miss Rue reported also that Mrs. Frank would be willing to write a leaflet on Mormonism though it would not be possible for her to do so before January. After discussion it was moved that Mrs. Frank be asked to write a leaflet on Mormonism, the same to be ready in January, and that it be suggested that she include in it results of our school work. Carried.

Motion - That the historical article by Dr. D.J. McMillan that appears in the December 1920 issue of The Home Mission Monthly be reprinted in leaflet form. Carried.

For the Sake of Learning

Motion - That the article "For the Sake of Learning" that appears in the November 1920 issue of The Home Mission Monthly be reprinted in leaflet form. Carried.

Items of unfinished business included in the minutes of the annual meeting of the committee were then discussed and acted upon as follows:

Leaflets on Monthly Topics for 1920 - Miss Sheibley reported that the leaflet on Indian work is about completed, and that plans have been made for a leaflet on Map topic "The Spanish Speaking Americans". No report was given for leaflets on other topics.

List of Monthly Topics for 1922 - Miss Finks stated that it was too early in the season to report on the topic list for 1922.

Home Field Extra - According to action of committee Miss Rue presented the following report on the "Home Field Extra"

2721 copies are required for monthly subscription lists.
1137 of these go in 60 parcels containing 2 to 200 copies each.
1584 go to subscribers who pay at the rate of 25c. per year, 1450 of whom receive monthly our other publications also.
This little sheet is published ten months of the year for 25c., the issues for July and August being omitted.

Home Field Extra cont.

Cost of Publication

Month	Copies	Cost
May 1920	3000	$ 55.20
June 1920	3000	60.20
September 1920	2500	59.00
October 1920	3000	58.00
November 1920	3000	63.45
December 1920	3000	65.00
Total cost for six months		$360.85

There was considerable discussion as to whether or not it seemed wise to continue the publication of this little paper in view of the expense involved. The majority favored its continuance and it was suggested that it be made to pay for itself as nearly as possible and that copies shall not be distributed without charge in the future. The following action was therefore taken: Motion - That the edition of the "Home Field Extra" be cut down to practically the present subscription list in the hope that it become self-supporting, and that those who are now receiving it without charge be notified of this fact. Carried.

Praise Service 1921 - It was reported that Mrs. Dickens-Lewis will prepare Praise Service for 1921.

"Dial of What and When 1922" - In hands of General Council.

Collection Envelopes for Home and Foreign Missions - No report.

Narratives and Plays - Miss Dawson reported that she had written Mrs. Frazier asking whether she would write a play, but had received no reply. She will write again.

Mrs. Thompson stated that she had nothing to report on Miss Petrie's "Mother Goose Play" only that it seemed a little too negative in spirit.

The following new items of business were taken up at this time.

It was suggested by Mrs. Gildersleeve that the article "Shepherds Who Watch Flocks" that appears on page 830 of the December 1920 issue of the New Era Magazine be reprinted in leaflet form, and the following action was taken:

Motion - That the article "Shepherds Who Watch Flocks" that appears on page 830 of the December 1920 issue of the New Era Magazine be printed in leaflet form if permission for reprinting the same may be obtained from that magazine. Carried.

Miss Rue brought before the committee a request that had come to her through Miss Sheibley from the Westminster Guild Committee asking for 2500 copies of a revised reprint of the leaflet "For Christ and Church" by Florence Quinlan. She stated that this leaflet was based on the census of 1910 and that a reprint would need to be based on the census of 1920 and that several months would necessarily elapse before such a reprint might be prepared. After discussion the committee -

Moved that Miss Rue communicate with the Westminster Guild Committee stating that because a revision of the leaflet "For Christ and Church" would need to be based on the census of 1920 it would not be possible to grant the request of the Westminster Guild Committee at this time, but that should there be a demand for the leaflet later when up-to-date statistics are available the Literature and Publication Committee would gladly allow the Westminster Guild Committee to have the copies required to meet their need. Carried.

Miss Dawson brought before the committee the necessity of having literature on the budget for 1921-1922 ready for distribution March sixth, the date set for the every member canvass. The committee appreciated this suggestion and agreed that such literature be prepared at once.

Miss Rue reported that she had ordered 2000 copies of the Day of Prayer Program and 5000 copies of the little flier "A Call to Prayer" from the Council of Women for Home Missions.

Manuscripts - "All Aboard for Sitka" and "Little Citizens in the Making" by Miss Florence Stephenson were presented and given to committee members to read and comment upon.

Miss Rue also submitted a manuscript that had come through Miss Tyler of the Student Department entitled "Christian Americanization", the same to be copied and passed to the committee members to read.

Miss Rue presented a list of out of print literature and asked the committee's advice as to whether or not reprints be issued. The committee took the following action:

Motion - That Miss Rue be empowered to reprint such literature as she thinks absolutely necessary. Carried.

Meeting adjourned.

Stenographically reported

Approved by -